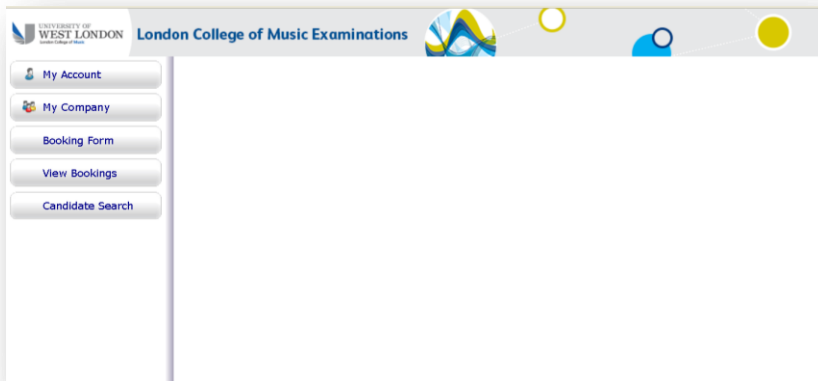


## Entering candidates

Open the BOOKING FORM tab



### LCM Examinations Booking Form

**Registration Details**

**Booker**  
The booker is financially responsible for any bookings made and will receive notification of exam dates/times and any resulting certificates.

Booker: **Joe Bloggs**  
Booker email:

**Teacher**  
This/these registration(s) will make reference to the teacher displayed below. If this is not the correct teacher, please click the 'Clear Teacher' button and supply the appropriate details

Mr Joe Bloggs

**Exam Location**  
If you are making an entry for a Performance Award, Thesis or Composition exam, please select ENGLAND as the country and LCM EXAMS as the centre.

Country:

☐ Please confirm that you agree to abide by the LCM Examinations regulations:

You are automatically listed as the booker and your name is listed as the teacher.

You can remove this if you want by clicking **Clear Teacher**.

**Exam Location**  
If you are making an entry for a Performance Award, Thesis or Composition exam, please select ENGLAND as the country and LCM EXAMS as the centre.

Country:

Session:

Centre:

Select the country, session and centre.

**Subject**  
Select the subject and level you would like to book before clicking **Add Entry** to add it to your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.

Subject:

Level:

Select the subject and level from the drop-down box and click **Add Entry**.

The subject and level you have chosen will appear, to enter candidates' names, click **Select candidates**.

**:: Entries**

Cello - Grade 7

**Candidates Selected: 0**

Please select at least one candidate for this entry...

Select Candidate(s)

Entry Fee: £0

The User Selection box will open:

**:: User Selection** [Print] [Close]

Company: Joe Bloggs Show Advanced

Surname: User ID:

<input type="checkbox"/> Name	UserID
<input type="checkbox"/> Bloggs, Joe	joblog
<input type="checkbox"/> Thomas, Daniel	dathom4

Import Users New User OK Cancel

This box will show a list of users in your company (company is just a system term that describes a group that includes a teacher and his/her candidates).

You will see a list of names that includes you and all the candidates you have entered in the past.

You can tick their names to enter an existing candidate or click **New User** to add new candidates.

If you have clicked **New User** you will see the Candidate Details page:

**:: Candidate Details**

Title:

First Name: 

Molly

Second Name: 

Smith

Contact Number:  (Optional)

Gender: 

Female

Is Teacher: ☐

DOB: 

01/02/1996

 (dd/mm/yyyy)

Ethnicity: 

Prefer not to say

Unique Learner Number:  (Optional)

Disability

Do you consider yourself to have a disability?

☐ Yes

☒ No

If yes, please provide details of your disability below and outline any special requirements e.g. enlarged sight-reading. Documentary evidence must be supplied as soon as possible. We will keep these documents on your file. It is your responsibility to ensure that the details we hold are accurate and up to date. Please contact the

Fill in the new candidate's details.

The only mandatory fields are name, DOB, gender and ethnicity (you can select 'prefer not to say').

You also have to state whether the candidate has a disability.

Mailing Address

Address:

(Optional)

City:

County:

Country: 

United Kingdom

Postcode:

Forte is the LCM Examinations newsletter and we occasionally send emails containing information about syllabuses, publications and other LCM news.  
Please check this box if you do NOT wish to receive either of these.

Email Updates: ☐

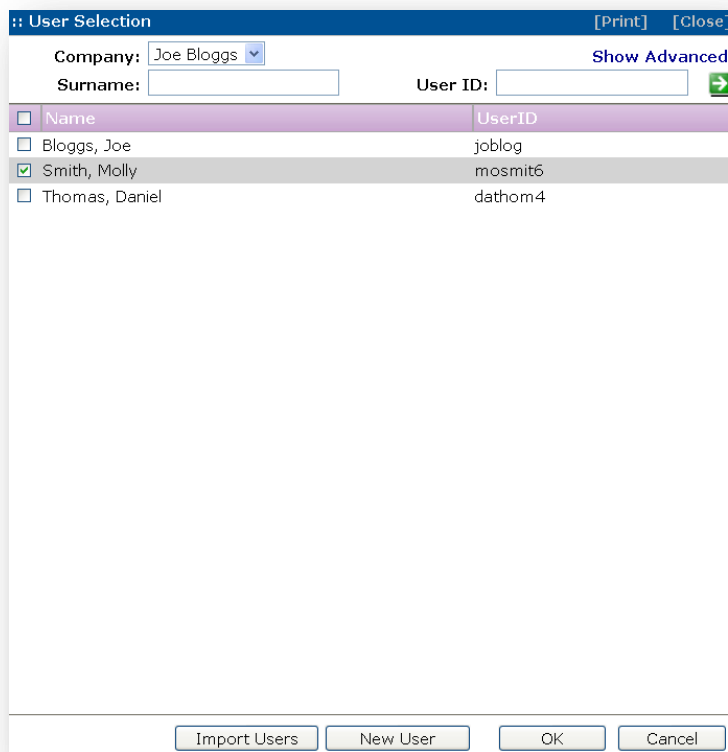
Add

Cancel

No need to fill in address details.

Click **Add**.

The new candidate will now appear (ticked) in the user selection window.

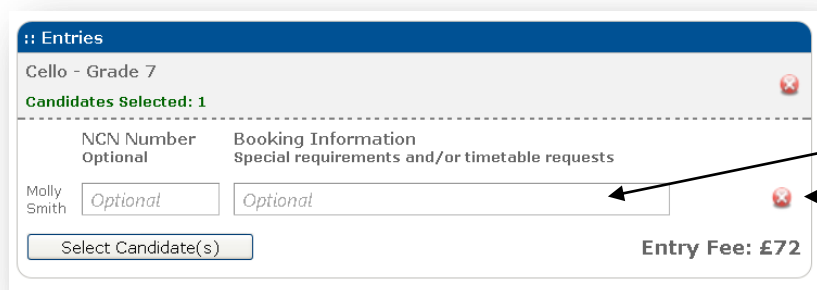


The 'User Selection' window has a title bar with '[Print]' and '[Close]' buttons. It contains a 'Company' dropdown menu set to 'Joe Bloggs', a 'Surname' text box, and a 'User ID' text box. A 'Show Advanced' link is next to the 'User ID' box. Below these is a table with two columns: 'Name' and 'UserID'. The table lists three candidates: 'Bloggs, Joe' with 'joblog', 'Smith, Molly' with 'mosmit6' (checked), and 'Thomas, Daniel' with 'dathom4'. At the bottom are four buttons: 'Import Users', 'New User', 'OK', and 'Cancel'.

Name	UserID
<input type="checkbox"/> Bloggs, Joe	joblog
<input checked="" type="checkbox"/> Smith, Molly	mosmit6
<input type="checkbox"/> Thomas, Daniel	dathom4

Click **OK**.

This candidate will now be listed under the chosen subject and level:



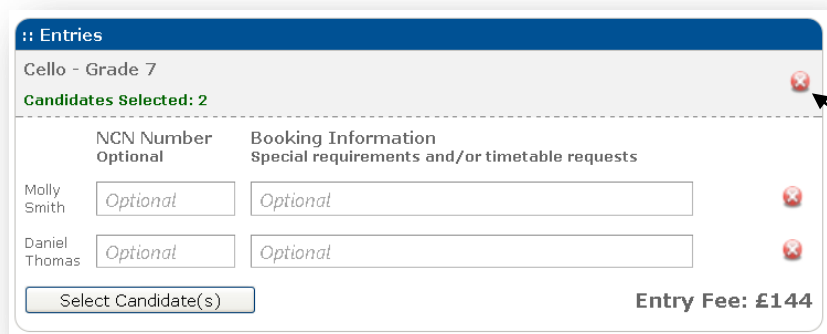
The 'Entries' window shows 'Cello - Grade 7' and 'Candidates Selected: 1'. It has two columns: 'NCN Number Optional' and 'Booking Information Special requirements and/or timetable requests'. The first row shows 'Molly Smith' with 'Optional' in both boxes. A 'Select Candidate(s)' button is at the bottom left, and 'Entry Fee: £72' is at the bottom right. A red cross icon is in the top right corner.

NCN Number Optional	Booking Information Special requirements and/or timetable requests
Molly Smith Optional	Optional

Enter any date requests in this box

If you need to delete one candidate  
click this cross.

If you need to add more candidates for this subject and level you can click **Select Candidates** again.



The 'Entries' window shows 'Cello - Grade 7' and 'Candidates Selected: 2'. It has two columns: 'NCN Number Optional' and 'Booking Information Special requirements and/or timetable requests'. The first row shows 'Molly Smith' with 'Optional' in both boxes. The second row shows 'Daniel Thomas' with 'Optional' in both boxes. A 'Select Candidate(s)' button is at the bottom left, and 'Entry Fee: £144' is at the bottom right. A red cross icon is in the top right corner.

NCN Number Optional	Booking Information Special requirements and/or timetable requests
Molly Smith Optional	Optional
Daniel Thomas Optional	Optional

If you want to delete the subject and  
level (and all candidates you have  
entered for it) click this cross.

**Subject**  
Select the subject and level you would like to book before clicking **Add Entry** to add it to your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.

Subject:

Level:

---

**:: Entries**

Cello - Grade 7

Candidates Selected: 2

	NCN Number Optional	Booking Information Special requirements and/or timetable requests
Molly Smith	<input type="text" value="Optional"/>	<input type="text" value="Optional"/>
Daniel Thomas	<input type="text" value="Optional"/>	<input type="text" value="Optional"/>

Entry Fee: £144

**Please note, exam bookings will be confirmed once payment is received and cleared.**

**Sub Total: £144.00**  
**Total: £144.00**

Please confirm that you agree to abide by the LCM Examinations regulations: ☐

To enter more candidates for other subjects, select the new subject/level from the drop-down boxes.

Click **Add Entry** again and repeat the process.

To make payment, tick the box to agree...

...and click **Proceed to Payment**.

You will then be taken to the SAGEPAY secure payment page: